



Permit Data - HRS7400

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Personnel > Utilities > Mass Delete > Permit Data

This utility is used to delete permit data for a number of employees at a single time. Permits are issued to allow staff to perform duties other than those for which they are certified. Once permit data is altered using this page, changes are reflected in the individual permit records.

Note: This page also allows you to delete responsibility, YTD transactions, and employee data.

Mass delete permit data:

A list of employees who have permit data records is displayed.

- Select the **Delete** check box for each employee for whom permit data should be deleted. Clear the selection to not delete permit data for a selected employee.
- Click **Select All** to select the **Delete** check box for all employees listed.
- Click **Unselect All** to clear the **Delete** check box for all employees listed.

☐ Click **Execute**. A message is displayed indicating that you are about to delete permit data and confirming that you want to continue.

- Click **Yes** to continue. [Review the report.](#)
- Click **No** to return to the Permit Data page.

☐ Click **Process** to accept the changes and continue. If you click **Process**, you have the option to print parameter criteria.

- Click **Yes** to print the parameters selected for this update.
- Click **No** to continue.

☐ Click **Cancel** to return to the Permit Data page without making the changes.



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